

Primary function: Performs all maintenance and repair duties to maintain the upkeep and functionality of buildings and equipment as needed for the operations of the organization.

Essential Duties and Responsibilities:

- Performs routine maintenance and repairs on facilities and equipment.
- Performs on-going preventative safety inspections, maintenance and repair to all buildings and vehicles.
- Installs, maintains, and repairs equipment, appliances, and fixtures at all facilities.
- Responds to maintenance requests from other departments in a timely manner as approved by supervisor.
- Maintain a high level of communication and work collaboratively with all personnel.
- Responsible for the general order and cleanliness of work area to ensure that operations are consistent with agency policy and in compliance with OSHA regulations.
- Assists with the coordination of the Caring Animal Network (CAN) food donation distribution program by picking up, delivering, and transferring food to the required locations.
- Assists with the transportation of items, correspondence, or animals.
- Responsible for the proper storage and maintenance of agency tools, equipment, and vehicles.
- Assist in the preparation and clean-up for special events including removal of trash, setting up, transporting, and dismantling of tables and chairs.
- Maintain routine records related to work activities.
- Perform janitorial and landscaping duties as needed.
- Perform other duties as required to maintain and improve the functioning of the entire organization.

Job Related and Essential Qualifications:

- Knowledge of electrical, plumbing, carpentry, and minor construction.
- Knowledge of the use and care of maintenance tools and equipment.
- Two (2) years of experience in general maintenance work.
- Ability to work well and communicate effectively, both orally and in writing, with the public, fellow employees, staff, and volunteers.
- Ability to work efficiently under pressure and show maturity and good judgment.
- Originate and execute projects with little or no supervision.
- Ability to operate and maintain a variety of hand tools and basic power tools.
- Ability to use a hand truck, forklift, hoist, or other material handling equipment.
- Possession of a valid and Class C California Driver's License will be required prior to employment and must maintain a driver's license AND insurability to operate agency vehicle as a condition of employment. Must have excellent driving record and ability to operate a vehicle in a safe and legal manner.

Physical Demands:

- While performing this job the employee is regularly required to use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear.
- Requires the ability to stand, walk, bend, stoop, squat, run, sit, and kneel, crouch or crawl, climb different levels and heights.
- Perform work which involves frequent lifting, carrying and/or pushing of 75 pounds and occasionally lift, push and/or move up to 100 pounds or more. The employee will also be required to lift and carry equipment long distances over varied and rugged terrain.

Working Conditions:

- Operations of a vehicle under in all types of weather and road conditions.
- Heavy and fast paced workload; strenuous physical activity.
- Must be willing to work irregular hours, shifts, weekends, and holidays.
- Exposure to all types of weather conditions.
- The noise in this job varies depending on the task being performed.

Salary: \$21-23/hr. This is a full time non-exempt position with benefits.

Application Deadline: Open Until filled

Employment Location: This position works out of the Long Beach and Hawthorne locations

Qualified candidates, please email resume to jobs@spcaLA.com.